



CLASSIFIED PROFESSIONALS TRAINING ACADEMY

The North Orange County Community College District (NOCCCD) values its employees and is unequivocally committed to lifelong learning and providing opportunities for professional growth and advancement to all of its classified/confidential employees.

The role of classified professionals is essential to student success. To support our permanent classified/confidential employees, District Professional Development is offering a Classified Professionals Training Academy beginning Spring 2021. The purpose of the Academy is to:

- Offer an opportunity for professional growth
- Improve knowledge, skills, and abilities
- Foster a culture of learning
- Develop awareness of the vital role of classified staff in the shared governance process

The Academy will offer participants a focused opportunity to advance their skills and develop their own capacity to lead while being more fluid and responsive to the needs of students and the community. **This program is open to Confidential employees in addition to Classified.**



PROGRAM OUTCOMES:

- Understand and support the Vision for Success
- Understand the classified role as it relates to the Guided Pathways model and support students in the model
- Cultivate relationships across the District
- Develop intercultural proficiency

PROGRAM HIGHLIGHTS

- **Welcome Reception**
- **Five core courses**
- **Five electives**
- **NOCCCD job application process/mock interviews**
- **Field trip to a local museum***
- **Assessment for self-development (DISC)**
- **Open Forums**
- **Professional Growth Plan**
- **Reflective journaling**
- **Committee participation**
- **Graduation**

ABOUT THE PROGRAM:

The Classified Professionals Training Academy is a one-year coordinated program that brings classified professionals across the District together in a supportive learning environment. The Academy sessions are interactive and engaging to better immerse participants in the learning experience. The curriculum has been tailored to the needs of NOCCCD, while still incorporating best practices from other community colleges and programs. Participants will have an opportunity to learn from their colleagues, faculty, administrators, and executives.

The program will utilize multiple training modalities, including in-person*, online, hybrid/blended, and eLearning. It requires completion of five core and five electives courses. Core courses will be offered once a month between February and July. Participants will have the opportunity to choose five electives from 10 offered, based on their interest. Participants must allocate approximately five hours for each course, including readings and other course-related work.

The program may include a field trip to a local museum*. The trip is optional, but participation is strongly encouraged. The date will be announced at least one month before the trip.

Participants will create their individual professional growth plan (guidance provided) and will be required to keep a journal. To support their self-development, they will complete their Extended DISC assessment for self-awareness to better understand themselves and others.

Recognizing that the jobs of classified staff are similar but the work they do is different depending on the office/campus, the Academy will offer quarterly open forums focused on jobs/interest to offer participants an opportunity to share any issues that they are trying to work through, and share best practices. Additionally, this will provide a great networking and bonding experience. The discussions will continue on EdVantage, our LMS, for continual networking and support.

Attendance in all core courses is required. Participants will have two years to complete the program; if a participant misses any sessions, they will have an opportunity to complete them the following year.

Participants will receive a certificate upon completion of the Academy. Participants are encouraged to apply and participate in a campus or District committee or workgroup of their choice within one year of completing the program.

*If and when permitted and safe per District policies.



Core Courses: All required

CORE 1:

The Vision for Success

CORE 2

Role of the Classified Professional in the Guided Pathways Model

CORE 3

Communication Skills

CORE 4

Creating Safe Space for Our Students and Staff

CORE 5

Building a Culture of Equity

Session Dates

**CORE COURSES
ALL REQUIRED:**

CORE 1

Feb 5, 2021

CORE 2

March 12, 2021

CORE 3

April 9, 2021

CORE 4

May 7, 2021

CORE 5

June 11, 2021

**ELECTIVES:
SELECT 5 FROM 10**

- Offered between June-Dec 2021
- Dates will be announced in April 2021
- Open forum dates tbd
- Graduation - May 2022 Date tbd

Electives: Select any five

Must be completed by Dec 2021

1. Role of Classified Staff in Closing Achievement Gap
2. Current Issues in Community College Education
3. Presenting Yourself
4. Motivation and Influence
5. Building Trust
6. Team Building
7. Conflict Resolution
8. Running an Effective Meeting
9. Independent Study: Create Your Own Elective (Requires prior approval with the objectives and learning plan)
10. NOCCCD Application Process (This elective will help employees interested in applying for jobs within the District; some attendees may be selected for live mock interviews.)

* Session dates and topics are tentative and subject to change. Participants will be notified of any date changes in advance.

2021 APPLICATION

The opportunity to apply to the Classified Professionals Training Academy is available to all interested permanent classified staff members who want to grow their potential and prepare to advance their careers. Applicants must have worked within the District for at least one full year. Manager's approval is an integral part of the application process.

The Academy class will be limited to 40 participants. Applicants selected for admission into the Academy will be expected to commit to the Academy participation standards. This includes regular attendance and active participation in sessions, attending and participating in Open Forums, reading assigned materials, doing any homework, and in all other respects, living up to the expectations of the Academy. Applicants are encouraged to apply and participate in a campus or District committee or workgroup of their choice within a year of program completion.



To be considered, individuals must submit a completed application by December 1st, 2020. Applicants will be notified of acceptance into the Academy by Dec 15th, 2020. Participants will receive release time to attend Academy sessions. However, participants will have to invest personal time for homework, project, and other assignments. There is no additional remuneration for participating in the Academy program.

The application will be sent via email to all classified employees. It will also be available at <http://nocccd.edu/classified-academy>.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

For Application Information, please contact:

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Fullerton College

